



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>ASSISTANT DIRECTOR, PLANNING AND PROGRAM DEVELOPMENT</b>	<b>46</b>	<b>A</b>	<b>6.205</b>

#### DEFINITION OF THE CLASS:

Under the general administrative direction of the Director/Deputy Director of the Department of Transportation, the Assistant Director - Planning and Program Development administers the activities of the Location, Planning, Research and Operations Analysis Divisions within the department's headquarters and the planning sections within the district offices. The role of the Assistant Director - Planning, and Program Development is to develop and coordinate a balanced multi-modal transportation and research program which is consistent with the goals of the department, complies with NRS Chapter 408 and federal requirements, and achieves the present and future needs of the State for an adequate, safe and efficient transportation system.

#### DISTINGUISHING CHARACTERISTICS:

The Assistant Director - Planning and Program Development performs administrative and engineering-related work that requires the synthesis of previously unrelated data in the development of solutions to complex problems that impact the administration and management of major, broad organizational services and long and short range goals. Work is accomplished within the broadest framework, with full authority and responsibility in a given functional area or service. Activities consist of duties that result in decisions and provide control of outcome of decisions. The incumbent in this class deals with executives, officials and regulatory representatives to negotiate solutions to major issues involving policy changes.

#### EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Administers the operational activities and programs of the Planning Administration, Location, Operations Analysis, Research and Transportation Planning Divisions to ensure optimum operational results are achieved within administrative goals. This duty includes developing and controlling an overall State Work Program and a Planning and Research Work Program; directing the development and implementation of the planning and research program to ensure the goals of the department are achieved within allocated resources; providing information and responding to requests from the public, departmental divisions, and other entities; and granting final approval of various documents.

Coordinates the activities of the divisions to ensure planning, location and research goals are achieved. This duty encompasses maintaining liaison with other Assistant Directors within the department and their staffs to ensure planning activities are coordinated to achieve the needs of other departmental areas; maintaining liaison and representing the department with other local entities to include the regional transportation commissions and staffs, state and federal agencies and the Engineering and Transportation Research Centers of the Nevada University System; reviews literature and maintaining awareness of national trends relating to transportation issues;

EXAMPLES OF WORK: (cont.)

representing the department in response to media inquiries to include television, radio and newspaper interviews in order to disseminate information regarding the department's plans and policies to the public; and conducting formal presentations before a variety of interest groups.

Represents the department as a member of national policy, planning and research program development committees to assist in establishing guidelines for planning and research activities related to multi-modal transportation system programs; serves and participates as a member of various committees with other state and local agencies and organizations; serves and participates as a member of various interdepartmental groups to accomplish a specific goal and/or objective as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of where to go within the organization for needed information. Knowledge of fundamental multi-modal transportation and research principles coupled with a background in the discipline of highway engineering principles to understand the issues at hand and provide solution-oriented direction. Working knowledge of various laws and regulations involving state, federal and local jurisdictional matters. Knowledge of federal and state regulations and policies involving the funding, multi-modal planning responsibilities, and relationship between the Department of Transportation, metropolitan planning organizations and regional transportation commissions.

Ability to understand the department objective as a whole. Ability to judge what information should be passed on to different levels of management. Ability to recognize how the various functions of the organization depend upon one another. Ability to recognize how changes in any one area affect all others. Ability to visualize the relationship of department goals to outside industry, the community and the political forces of the state as a whole. Ability to manage multi-modal transportation planning and research programs to produce acceptable plans/programs/products within resource allocations. Ability to perform a host of duties, often varying from task to another of a different nature resulting from changes in project scope, political influencees, public involvement, funding uncertainties and fluctuations, etc. Ability to negotiate, exchange ideas, information and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions or solutions.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Detailed knowledge of the principles and practices of transportation planning and location, state and federal laws and regulations controlling transportation planning and program development. Knowledge of State regulations and policies dealing with equipment purchasing process and equipment specification development. Knowledge to formulate and review department plans, reports, request for proposals, consultant selection process, work description, project monitoring and payment process. Knowledge of federal and state affirmative action and equal employment opportunity laws and regulations applicable to public institutions sufficient to analyze proposed personnel policies and procedures.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (cont.)

Ability to coordinate and integrate the work of various divisions within the department. Ability to work effectively as a group member and to build cooperative effort within the agency. Ability to perceive and recognize the perceptions of superiors, peers, and subordinates. Ability to accept the existence of viewpoints, perceptions and beliefs different than one's own. Ability to create an atmosphere in which subordinates feel free to express themselves. Ability to be sensitive to the needs and motivations of others in order to judge possible reactions to projects to be undertaken. Ability to write or dictate concise, logical, grammatically correct work standards, memorandums, and business letters in a professional and positive manner. Ability to prepare, formulate ideas and outline texts for formal presentations to provide information, policies or persuasive arguments for a particular point of view. Ability to make oral presentations before large and, at times, hostile groups of people to provide information or explain procedures and policies. Ability to orally communicate ideas to elected officials/bodies for possible action on transportation-related issues. Ability to speak on a one-to-one basis using appropriate vocabulary and grammar to obtain information, explain policies, procedures and provide an opportunity for interaction. Ability to discuss a variety of job-related topics on short or no notice. Ability to handle rapid changes in conversation involving difficult questions. Ability to analyze information, problems, situations, practices or procedures to: define the problem or objective, identify relevant concerns or factors, identify patterns, tendencies and relationships, formulate logical and objective conclusions, recognize alternatives and their solutions, provide direction or determine a course of direction, monitor and reevaluate as necessary. Ability to prepare cooperative agreements.

EDUCATION AND/OR WORK EXPERIENCE:

I

Bachelor's degree from an accredited college or university with a degree in civil engineering, planning or economics and eight years of experience in a supervisory or administrative capacity in transportation planning, location or equivalent work; OR

II

Registration as a Professional Engineer in Nevada and six years of experience in a supervisory or administrative capacity in transportation planning, location or equivalent work; OR

III

An equivalent combination of education and experience in which the applicant has demonstrated possession of the entry level knowledge, skills and abilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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